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Civil Engineering

STANDARDIZATION OF ALL CONSTRUCTION PROJECT INSPECTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

The purpose of this operating instruction is to establish procedures and responsibilities for all construction project inspections.

SUMMARY OF REVISIONS:

This is the first publication of CEC OI 32-08, substantially revising DEE OI 89-05.

1. **RESPONSIBILITY:** Contract Management is responsible for the proper notification and scheduling of all inspections. The time and date of each inspection will be coordinated with the Engineering Flight secretary to eliminate conflicts. Scheduling should be timely and allow adequate advance notification to all participants.

2. **PROCEDURES:** The procedures for the various types of inspections are as follows:

2.1. Model Unit Inspection: If required by the contract, the model unit inspection shall include the following participants and be scheduled by the Contract Management office:

- 2.1.1. Chief Engineer (CEC)
- 2.1.2. Chief, Construction Management (CECC)
- 2.1.3. Chief of Design (CECR)
- 2.1.4. Projector Inspector
- 2.1.5. Project Engineer
- 2.1.6. Fire Department Representative (CEF)
- 2.1.7. Operations Flight Representative(s) (CEO)
- 2.1.8. Using Organization's Representative

2.2. Civil Engineering Pre-Final Inspection: The Contract Management office will schedule a separate pre-final inspection for all construction, solely for Civil Engineering personnel. The contractor will not be invited to participate in this inspection. The inspector is expected to have recorded any uncorrected deficiencies from his daily inspections throughout the course of the contract. The project inspector will record all punch list items resulting from this inspection. The following participants should be notified by the Contract Management office:

- 2.2.1. Chief Engineer (CEC)
- 2.2.2. Chief, Construction Management (CECC)
- 2.2.3. Chief of Design (CECR)
- 2.2.4. Project Inspector
- 2.2.5. Project Engineer

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- 2.2.6. Fire Department Representative (CEF)
- 2.2.7. Operations Flight Representative (CEO)
- 2.2.8. Using Organization's Representative
- 2.2.9. HQ AFSPC/CEC (only on projects with our technical approval authority)

2.2.9.1. **Pre-Final Inspection:** As soon as possible after the Civil Engineering pre-final inspection, the project inspector shall arrange a pre-final inspection with the contractor. The project inspector shall field identify all the punch list items to the contractor and provide Base Contracting a copy of the punch list the same day.

2.2.9.2. Pre-final and final inspections will be scheduled far enough in advance of the contract completion date to allow the contractor adequate time to correct any deficiencies.

2.3. **Final Inspections:** It is desired that all deficiencies be completed prior to conducting a final inspection. The project inspector must be cognizant of the contract completion date and notify base contracting at least five days in advance if it appears the contractor will not complete all work, including discrepancies, by that date. Construction Management will notify the following personnel to participate in the final inspection:

- 2.3.1. Chief Engineer (CEC)
- 2.3.2. Chief, Construction Management (CECC)
- 2.3.3. Chief of Design (CECR)
- 2.3.4. Project Inspector
- 2.3.5. Project Engineer
- 2.3.6. Fire Department Representative (CEF)
- 2.3.7. Operations Flight Representative (CEO)
- 2.3.8. Using Organization's Representative
- 2.3.9. HQ AFSPC/CEC (only on projects with our technical approval authority)

2.4. Beneficial occupancies inspections can be scheduled by Construction Management prior to a final inspection, when the facility is to a point of completion that is completely usable and occupancy or use does not create any safety or functional problems. This type inspection normally occurs when the contractor is substantially completed by the final completion date to avoid liquidated damages. Construction Management will notify the same participants who attend the final inspection for this inspection.

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